



STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
DIVISION OF EMPLOYMENT AND WORKFORCE DEVELOPMENT

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MEMORANDUM

TO: All Local Investment Area Directors

FROM: Susan Cowden, Director
Employment and Training Section

SUBJECT: Local Self-Sufficiency/Services to under-employed adults

DATE: February 21, 2002

The purpose of this memorandum is to provide a definition of certain terms associated with self-sufficiency when providing WIA services. As of January 2002, Local Workforce Investment Boards (LWIBs) established a policy governing self-sufficiency. Now that the term self-sufficiency has been defined and the criteria established, an area's local policy should be the basis for defining whether an adult is considered under-employed.

E&T Policy Memorandum 00-11 mentions that all adults, older than the age of 18, will be provided services if the need for such services is determined. The local self-sufficiency policy now amends the state's earlier policy. For your information and convenience, we have attached definitions for terms associated with self-sufficiency. We will add these terms to the updated Technical Assistance Manual in June. Please circulate the attachment to appropriate staff.

If you have additional questions regarding this memorandum, please contact me or my staff at 1 800-255-5872.

SKC/RT

Attachment

Definitions of terms Tennessee's Workforce Investment Act Title I Program

For the purpose of the WIA Title I program the following terms will be defined as:

Self Sufficiency	Each Local board will develop a definition for self - sufficiency taking into consideration the economic and labor market situation in the area.
Employed Worker	An individual, who is job attached, but is in need of skills upgrade to obtain self-sufficiency. Employed workers are provided training services at the request of the employer.
Under-Employed	Adults or older youth, who are not self-sufficient as defined by each LWIB local policy and are eligible to receive core and intensive services and possibly receive training services as determined by the needs of the individual.
Employed Worker Training	Training services provided by LWIAs for employers, who request to upgrade the skills of workers that meet the employed worker definition.
Incumbent Worker Training	Training services conducted by the state for workers, who are identified by the employer to need skills upgrade and do not qualify under the employed worker definition.